

DEPARTMENT OF SOCIAL SERVICES

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October 25, 1978

ALL-COUNTY LETTER NO. 78-48 (Financial Planning)

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming and time study instructions for the October-December 1978/79 quarter. Included are time study instructions for Cuban-General Relief, Indochinese-General Relief, SSI/SSP Food Stamp Replacement, Community Care Licensing, and Staff Development. Also included are reporting and claiming instructions relative to the above time study instructions, Cuban-AFDC, Audits, Social Services Purchase of Services Contracts, Homemaker/Chore maximums per case, Restaurant Meal Allowance maximum, EDP developmental costs, Essential Persons, clarification of overtime charged to CWS, clarification of retainer fees charged to Title XX, and instructions for recording time to the Indochinese Medical Assistance and the Cuban Medically Needy programs.

As a result of the above changes, time studies and several claiming forms have been revised. These forms will be forwarded to counties under separate cover.

The following Administrative Expense Claim forms are to be used to complete the October-December 1978/79 quarter claim.

<u>Form</u>	<u>Revision Date</u>
DFA 46	10/78
DFA 47	7/78
DFA 43	10/78
DFA 323	10/78
DFA 50	10/78
DFA 325.1	7/78 (Buff)
DFA 325.1A	10/78
DFA 325.2	7/78
DFA 325.2A	10/78

<u>Form</u>	<u>Revision Date</u>
DFA 325.3	7/77
DFA 327.1	10/78
DFA 327.2	10/78
DFA 327.3	10/78
DFA 327.3A	10/78
DFA 327.4	10/78
DFA 327.5	7/78
DFA 327.6	7/78
DFA 327.6A	10/78
DFA 327.7	10/78
DFA 327.8	10/78
DFA 403	7/78
DFA 419	7/78
DFA 396	10/75
DFA 394	10/78

CUBAN-GENERAL RELIEF

As notified in All-County Letter No. 78-26 dated July 14, 1978, effective October 1, 1978, counties will no longer claim costs on Form AA 223 for non-AFDC Cuban refugee recipients. These recipients will be required to meet County General Relief eligibility criteria in order to receive federally funded grant assistance. Therefore, all time spent performing eligibility determinations and grant maintenance functions for these recipients is to be charged to Line N, Cuban-General Relief on the DFA 43, Eligibility and Nonservice Time Study. Costs of this program for Federal Fiscal Year 1978-79 will be funded 85 percent federal and 15 percent county.

Time spent providing Title XX services to eligible Cuban recipients is to be charged to the appropriate Title XX eligibility category on the DFA 46. The cost of providing social services to Cuban-General Relief recipients who do not meet Title XX eligibility requirements will be 100 percent county funded.

INDOCHINESE-GENERAL RELIEF

Effective October 1, 1978, counties will no longer record time to "Indochinese-non-AFDC" on the DFA 43, Eligibility and Nonservice Time Study. Non-AFDC Indochinese recipients will be required to meet County General Relief eligibility criteria in order to receive federally funded grant assistance. Time spent performing eligibility determinations and grant maintenance functions for these recipients is to be charged to Line I. Indochinese-General Relief on the DFA 43, Eligibility and Non-service Time Study.

Time spent providing social services to Indochinese recipients is to be charged to Line M, Indochinese, on the DFA 46, Social Services Time Study.

SSI/SSP FOOD STAMP REPLACEMENT

On August 29, 1978, counties were notified in All-County Information Notice I-77-78 of the replacement procedures for lost or stolen SSI/SSP Food Stamps. This is to provide time study instructions relative to the above notification. Effective October 1, 1978, time spent by eligibility workers on food stamp replacements for SSI/SSP recipients and coordination with the State Department of Social Services is to be charged to Line K, SSI/SSP Food Stamp Replacement on the DFA 43, Eligibility and Nonservice Time Study.

SSI/SSP Food Stamp Replacement costs will be funded on the same basis as Nonassistance Food Stamps (NAFS). Therefore, costs distributed to SSI/SSP Food Stamp Replacement on the DFA 327.2 are to be accumulated with NAFS, Line E on the DFA 327.7 and applied against the food stamp base year requirement on the DFA 327.4.

COMMUNITY CARE LICENSING

All-County Letter No. 78-18 dated July 26, 1978, provided time study and claiming instructions for counties who contract with DSS to license community care facilities during fiscal year 1978-79. Due to time constraints, licensing time study instructions were not included on the August 1978 revision of the DFA 46, Social Services Time Study. The DFA 46 has been revised to include the following instructions:

"Include in this category time spent by social workers licensing nonmedical care facilities and ensuring their continued compliance with program requirements once licensed. Allowable activities include:

- 1) Preapplication - Provision of information related to licensing requirements which facilitates the development of new nonmedical care homes for adults and children.
- 2) Application/Renewal - Evaluation of information provided on application/renewal and the verification of the suitability for licensing through on-site evaluation.
- 3) Complaints/Legal Remedy - The follow-up of complaints or deficiencies, including any legal action required by regulation, if necessary to protect the health or welfare of the facilities' occupants.
- 4) Ongoing Activities - The continual monitoring of facility operation, including required periodic evaluations and site consultation, to maintain acceptable facility operation. The publication/maintenance of a list of facilities and coordination with other agencies to ensure maximum utilization of available social resources.

STAFF DEVELOPMENT

All-County Letter No. 78-34 dated August 17, 1978, required that counties submit the information requested in All-County Information Notice I-63-78 relative to staff development trainer time. This information was required to compute any necessary adjustments to the July-September 1978 quarter claim.

Recent federal confirmation has necessitated a change in the staff development time study instructions contained in All-County Information Notice I-63-78 as well as a change in the basis for distributing staff development costs to eligibility and social services. Therefore, effective October 1, 1978, staff development trainers will be required to complete the new form, DFA 50 - Staff Development Time Study and Caseworker Count to identify time spent performing the following activities:

1. Training staff in the direct provision of social services.
2. Training staff in the direct provision of eligibility services.
3. Training staff on general welfare administration.

In addition to the above time study requirements, staff development trainers will be required to maintain a count, under Part II of the DFA 50, of the number of eligibility workers and social workers receiving training on general welfare administration.

Trainers will be required to complete the DFA 50 on a monthly basis throughout each quarter.

At the end of the quarter, the ratio of services, eligibility, and general welfare administration time to total time will be used to distribute allocable staff development costs to the three training activities. Ratios of social workers and eligibility workers to the total number of workers receiving general welfare administration training will then be used to distribute general welfare administration training costs to eligibility and social services.

Claiming instructions previously issued relative to direct charging trainee costs remain in effect.

CUBAN-AFDC

This is to reiterate information contained in All-County Letter No. 78-26 dated July 14, 1978 relative to funding for Cuban-AFDC administrative costs, effective July 1, 1978. Funding for this category is as follows:

Title IV-A	50 percent
Cuban Funding	85 percent nonfederal share
State	7.5 percent nonfederal share
Chapter 292 State Funds	7.5 percent nonfederal share

DFA 327.4, Modification C, Cuban-AFDC Reimbursement is to be used to calculate actual federal and state sharing.

All claiming and time study instructions previously issued relative to this program remain in effect.

AUDITS

Effective October 1, 1978, the costs of audits necessary for the proper and efficient administration and management of welfare programs, including Homemaker/Chore audits, are to be claimed in Group II C,

Purchase of Services on the DFA 325.1. The following criteria should be used when claiming audit costs:

Costs of Audits Purchased From County Auditor's Office

Costs of audits purchased from the county auditor are to be allocated through the countywide cost allocation plan (FMC 74-4) or direct billed and claimed in Group II C1 or C2, respectively.

Costs of Audits Purchased From Private Agency

The costs of audits purchased from a private agency require prior DSS approval before claiming. Once approved, these costs are to be claimed in Group II C3.

SOCIAL SERVICES PURCHASE OF SERVICES CONTRACTS

This is to clarify federal requirements relative to claiming federal financial participation for social services purchase of services contracts.

Federal regulations require that the contract shall include all terms of the contract in one instrument, be dated, and be executed by authorized representatives of all parties of the contract prior to the date of implementation. This requirement is interpreted in Division 10-305.26 of the State Manual of Policies and Procedures which identifies retroactive payment to agencies as ineligible for state and federal funding. All contracts to be funded with Title XX funds must be approved by the State Department of Social Services prior to execution. Contracts with individual providers require prior state approval of the contract format only.

HOMEMAKER/CHORE MAXIMUM MONTHLY PAYMENTS

All-County Letter No. 78-34, dated August 17, 1978, notified counties that effective July 1, 1978, the maximum payments allowable per Homemaker/Chore case is \$431 for non-severely impaired and \$621 for severely impaired individuals. Due to time constraints, these changes were not included in the July-September 1978 quarter claim format. Therefore, Part I-SSI/SSP Homemaker/Chore Services modification on the DFA 327.3 has been revised to reflect these increases.

NOTE: Counties are reminded to separately identify costs of severely impaired Homemaker/Chore cases receiving an allowance over \$431 in Group III A, Social Services Direct Costs on the DFA 325.3.

RESTAURANT MEAL ALLOWANCES

This is to remind counties of the information contained in All-County Letter No. 78-34 relative to the maximum Restaurant Meal allowance for Homemaker/Chore cases.

Effective September 1, 1978, the maximum Restaurant Meal Allowance will revert to the 1977/78 Fiscal Year level of \$33 per month for each individual.

EDP DEVELOPMENTAL COSTS

Effective October 1, 1978, EDP developmental costs specifically identified as benefiting only one program may be direct charged to that program.

Direct chargeable EDP developmental costs are to be separately identified to program and function on the DFA 325.1A, Line 4 - Direct to Program - Nonallocable. Once identified, costs are to be carried forward to Column 6 of the DFA 327.1 and/or DFA 327.2 and accumulated with direct program costs identified in Group III on the DFA 325.2 and DFA 325.3.

Total direct charged EDP developmental costs are to be reported in Group II, E3 on the DFA 325.1. These costs require DSS approval prior to claiming.

ESSENTIAL PERSONS

This is to notify counties that effective October 1, 1978, the DFA 327.4, Modification A-Reimbursement of Nonfederal AFDC Cases will be revised to add the "essential persons count" to the federal persons count in AFDC-U, FG, and BHI when computing the nonfederal portion of AFDC eligibility and nonservice costs.

OVERTIME CHARGED TO CHILD WELFARE SERVICES - CWS

This is to clarify instructions contained in All-County Letter No. 78-15 relative to overtime to be charged to CWS for making a protective services worker available to children in need of protection during evenings, nights, and weekends.

Should the county elect to compensate the worker with CTO rather than paid overtime, the following instructions apply. When the CWS worker earns and uses the CTO during a time study month on an hour-for-hour basis, the CTO time may be recorded to CWS on the DFA 46 instead of direct charging the cost to CWS on the DFA 325.3. Conversely, CTO earned or used during non-time study months may not be time studied or direct charged to the CWS Program.

RETAINER FEES

This is to clarify instructions relative to claiming retainer fees for keeping a bed available for children in an emergency shelter home. Retainer fees may be claimed for shelter homes which provide emergency short-term care for both AFDC-BHI and other children as long as the requirements provided below are met.

Retainer fees should be claimed against Title XX funds only if a bed is available at least one day during the month. These costs are to be direct charged to the appropriate Title XX program on the DFA 325.2. Retainer fees for children are not claimable if a bed is not available at least one day during the entire month.

All claiming instructions previously issued remain in effect.

INDOCHINESE MEDICAL ASSISTANCE AND CUBAN MEDICALLY NEEDY

Due to an error in the preparation of the DFA 43 Eligibility and Nonservice Time Study, revision date October 1, 1978, time study lines for the Indochinese Medical Assistance and Cuban Medically Needy Programs were deleted.

In order to capture the time study hours relative to these two programs, counties will be required to split Lines I - Indochinese General Relief, and Line N - Cuban General Relief, into two grids.

Please identify hours recorded on Line I for Indochinese Medical Assistance separately from hours recorded to Indochinese General Relief. Hours on Line N must also be separately identified between Cuban General Relief and Cuban Medically Needy. Once identified, these hours are to be carried forward to the appropriate lines on the DFA 323 Eligibility Time Study Summary. Lines have been provided on the DFA 323 and all other pertinent October-December 1978 Administrative Expense Claiming forms to reflect hours and costs for the Indochinese Medical Assistance and Cuban Medically Needy programs.

CLAIMING FORM CHANGES

Many of the administrative expense claiming forms were changed effective with the October-December 1978/79 quarter. Those changes are detailed below:

1. DFA 325.1 Expenditure Schedule and Certification - A line was added to accumulate EDP developmental costs identified to program on the DFA 325.1A.
2. DFA 325.1A Identification of EDP Costs for Systems Development and Improvement - Line 4 was added to separately identify EDP developmental costs to program.
3. DFA 325.2A Group VIII. Memo Items to be Used in Claim Computation - Part C, Distribution of Staff Development Costs, was revised to reflect changes relative to distributing costs to social services and eligibility. Deletes Part D, WIN Modification.
4. DFA 327.1 Social Services Program Distribution - A line was added for the Licensing Program. Minor footnote/heading change was made to include direct charged EDP developmental costs.
5. DFA 327.2 Eligibility and Nonservice Program Distribution - Deletes the Boarding Home Licensing, SSI/SSP, and Indochinese-non-AFDC lines. Adds lines for Cuban General Relief, Indochinese General Relief, and SSI/SSP Food Stamp Replacement. Minor footnote/heading change was made to include direct charged EDP developmental costs.

6. DFA 327.3 Services Modification Worksheet - Minor footnote changes were made to reflect increase in Homemaker/Chore maximums per case.
7. DFA 327.3A Services Modification Worksheet (continued) - This is a new form. The WIN modification is now included on this form.
8. DFA 327.4 Eligibility and Nonservice Modification Sheet - Modification B, Line 3 was changed to include SSI/SSP Food Stamp Replacement costs. Minor footnote/ heading changes to include "essential persons" in the federal persons count.
9. DFA 327.6A Other Social Services and Staff Development Fund Distribution Report - A line was added for the Licensing Program. Minor footnote changes were made.
10. DFA 327.7 Eligibility and Nonservice, Nonfederal Fund Distribution Report - Deletes Boarding Home Licensing, SSI/SSP, and Indochinese-non-AFDC lines. Adds lines for Cuban-General Relief, Indochinese-General Relief, and SSI/SSP Food Stamp Replacement.
11. DFA 327.8 Total Expenditures Fund Distribution Report - All of the above forms changes are reflected on this page.
12. DFA 394 Review of Social Services Contracts - This form was revised to include the Licensing Program.
13. DFA 46 Social Services Time Study - Revised to include expanded time study instructions for the Licensing Program.
14. DFA 43 and DFA 323 Eligibility and Nonservice Time Study and Summary - Deletes Boarding Home Licensing, SSI/SSP, and Indochinese-non-AFDC lines. Adds lines for Cuban-General Relief, Indochinese-General Relief, and SSI/SSP Food Stamp Replacement.
15. DFA 50 Staff Development Time Study and Caseworker Count- This is a new form. Identifies time spent by staff development trainers and counts eligibility workers and social workers receiving general welfare administration training.

All questions concerning this letter should be directed to the County Fiscal Administration Bureau, Department of Social Services, at 916/445-7046.

Sincerely,



R. E. REICH
Deputy Director

cc: CWDA